



Alberta Education Account and SLA Access User Guide Pilot 2015

For teachers and administrators

Table of Contents

| | |
|---|----|
| Change Log..... | 3 |
| Welcome | 3 |
| SLA Home Page | 4 |
| Sign in at a glance | 5 |
| Getting Access..... | 6 |
| Using a Google or Microsoft Account | 6 |
| Creating an Alberta Education Account..... | 6 |
| Creating an Alberta Education Account Profile | 9 |
| Logging into the SLA Teacher Dashboard | 12 |
| Principal Approval..... | 13 |
| Approving a Request for Access..... | 13 |
| Accessing Requests via Email..... | 15 |

Change Log


| Version | Author | Published | Notes |
|---------|-----------------|-----------------|-----------------|
| 1.0 | Elaine Carriere | August 14, 2015 | Initial version |
| | | | |

Welcome

The Student Learning Assessment (SLA) Application is an online tool that provides access to the SLA Teacher Dashboard, the Student Portal as well as Practice and Released Questions.

If you are a teacher that DID NOT participate in the 2014 Grade 3 SLA (SLA3) Pilot, please follow the instructions in this user guide to setup an Alberta Education Account and request permission to access the SLA Teacher Dashboard.

If you are a teacher that PARTICIPATED in the 2014 SLA3 Pilot, you should already have permission to access the SLA Teacher Dashboard.

1. Go to the [SLA Homepage](https://public.education.alberta.ca/assessment) website (<https://public.education.alberta.ca/assessment>).
2. Click on the  button in the top right hand corner of the SLA Homepage.
3. Use your Alberta Education Account email and password to sign in.
4. For instructions on using the SLA Teacher Dashboard, refer to the **SLA 2015 User Guide**.

If you were successful in accessing the SLA Teacher Dashboard using the steps above, **you do not need to review this user guide**.

Notes:

If your Alberta Education Account is a Google or Microsoft (i.e. outlook.com, hotmail.com or live.com) account, you will have the option to use your Alberta Education Account password or your Google or Microsoft account password to sign in.

If you are a principal, you should automatically have access to the SLA Teacher Dashboard using the steps above. To approve teachers that request permission to access the SLA Teacher Dashboard, follow the instructions in the Principal Approval section of this user guide.

If you are unable to log in to the SLA Teacher Dashboard, ensure your School Authority Information is up to date. You can review and update this information at: <https://phoenix.edc.gov.ab.ca/>. If you require assistance, please contact the Client Services Help Desk:

Telephone: 780-427-5318

Toll-free within Alberta: 310-0000

Press option #9 for SLA support (Sept – Nov 2015)

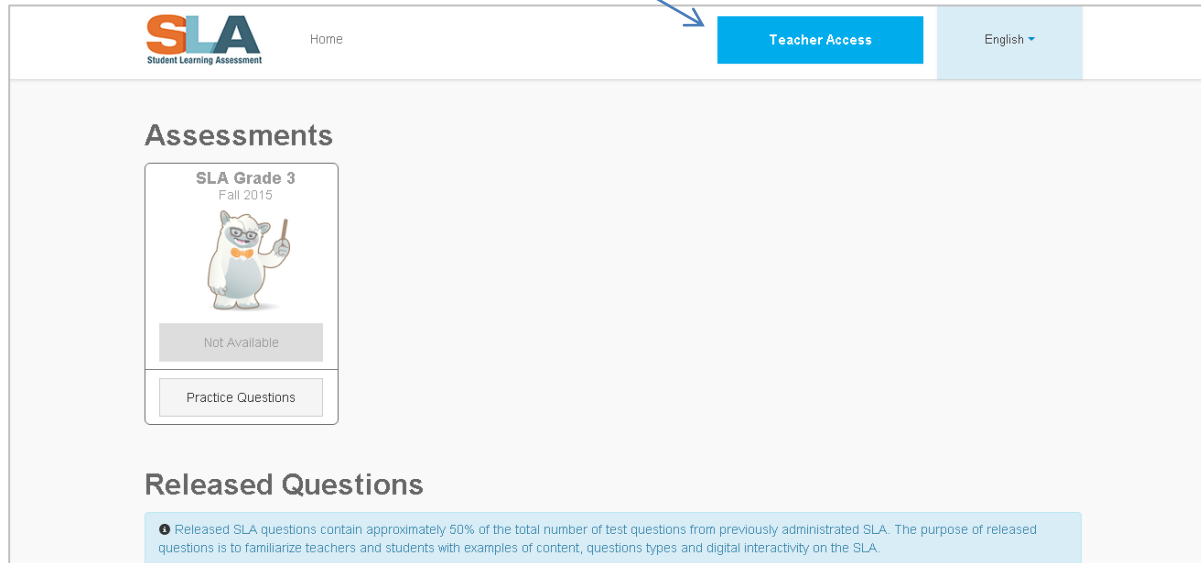
Email: cshelpdesk@gov.ab.ca

Office hours: Monday to Friday 8:15 A.M. to 4:30 P.M. (The office is open during the lunch hour.)

SLA Home Page

To access the sign in page:

1. First go to the [SLA Homepage](https://public.education.alberta.ca/assessment) website (<https://public.education.alberta.ca/assessment>).
2. Click on the **“Teacher Access”** button in the top right hand corner of the SLA Homepage.



3. Clicking on the **“Teacher Access”** button will redirect you to the Alberta Education Account Homepage, where you can sign in OR sign up for a new Alberta Education Account.

Sign in at a glance

The screenshot shows the 'Alberta Education Account' sign-in page. At the top, there is a navigation bar with 'Government of Alberta | Ministries | Services | Contact Government' and a 'Sign In' button. Below this is a green banner with a privacy notice: 'We need to protect the privacy and security of your information when accessing SLA Teacher Dashboard (https://extranet.education.alberta.ca/assessment/)'. The main sign-in area is titled 'Sign In with' and features three options: 'Google' (with a green circle 1), 'Microsoft' (with a green circle 1), and 'LAN / GOA' (with a green circle 2). Below these is an 'OR' separator. Under the 'OR' separator, there are two radio buttons: 'Sign in with password' (with a green circle 3) and 'I'm new, sign me up!' (with a green circle 4). Below the radio buttons are input fields for 'Email' and 'Password', and a 'Sign in' button. At the bottom of the page, there is a footer with the Alberta logo and copyright information: '© 1995-2015 Government of Alberta Copyright and Disclaimer Using this Site Privacy Statement'. A green circle 5 is located in the top right corner of the page.

1. **Social Sign In** – If you have an existing Google or Microsoft (i.e. outlook.com, hotmail.com or live.com) account, you can use this account as your Alberta Education Account.
2. **LAN / GOA Sign In** – Sign In for Alberta Education employees only
3. **Sign in with password** – Sign in to an existing Alberta Education Account
4. **I'm new, sign me up!** – Create a new Alberta Education Account (If using a Google or Microsoft account, you can sign up using the Google or Microsoft buttons above, see point #1)
5. **Account Settings** – These menu options allow you to: reset your Alberta Education Account password (if you have forgotten it); find help with common issues setting up an Alberta Education Account or change the page language between English and French.

Getting Access


Using a Google or Microsoft Account

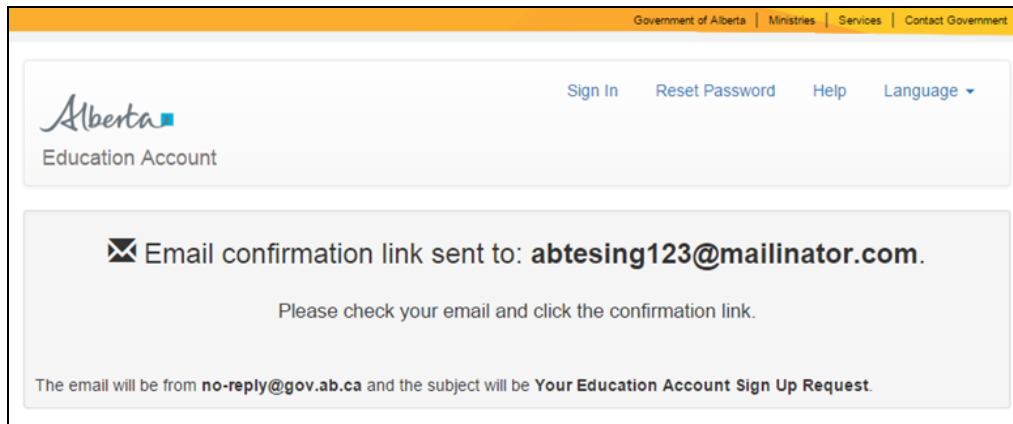
If you choose to use your Google or Microsoft account as your Alberta Education Account, once you have signed in using your Google or Microsoft account, you will be required to create an Alberta Education Account Profile. Skip to the Creating an Alberta Education Account Profile section of this user guide.

Creating an Alberta Education Account

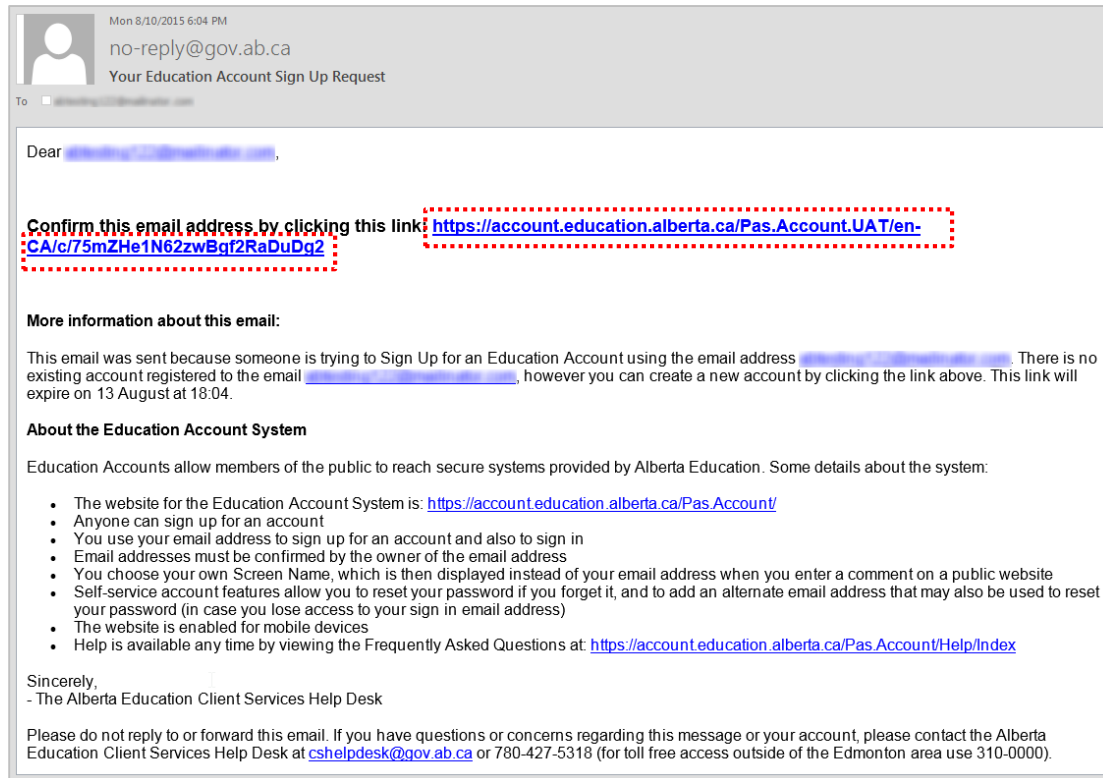
1. Enter your email address in the “Email” field (should use your work email address).


A screenshot of a web form with a single input field. To the left of the field is a small icon of a person. Inside the field, the word "Email" is written in a light gray font.

2. Select “I’m new, sign me up!”.
3. You’ll be prompted to prove you are not a robot (as an extra measure of security) – click on the box and follow the instructions in the pop-up and then click .
4. You will be shown a message confirming an email has been sent to the email address you just signed up with.



5. Click on the link in the email message to confirm your email address.



6. You will be taken to the Alberta Education account sign up page to enter a screen name and password, then click .

Government of Alberta | Ministries | Services | Contact Government

Alberta Education Account

Sign In Reset Password Help Language

We need to protect the privacy and security of your information when accessing SLA Teacher Dashboard (http://vm-sla-8a/assessment.syst_demo/)

Your email address [redacted] has been confirmed. Enter a new password and screen name to finish creating your account.

Email: [redacted]

Create your new Screen Name: min. 3 letters, up to 32


New Password:

Confirm:




Finish

Your password must be at least 8 characters, contain both upper and lower case letters and at least one non-letter.

Helpful Tip: As you type your password, the system will show you a guide on the strength of your password.

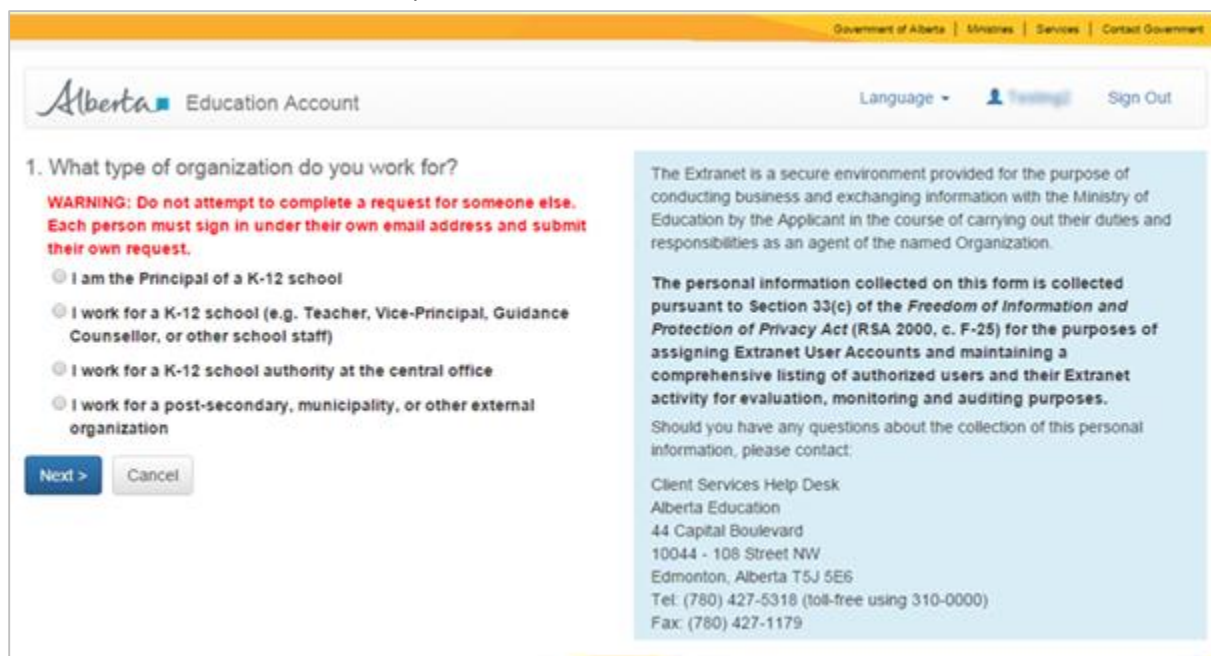


7. To request permission to access the Student Learning Assessment Teacher Dashboard, click on [extranet profile](#) to begin Creating an Alberta Education Account Profile (also known as an “extranet profile”).

| | |
|---|---|
|  SLA Student Learning Assessment |  EAE Évaluation de l'apprentissage des élèves |
|  <p>You are logged into your Alberta Education Account as: [redacted] (View My Account page)</p> <p>You need permission to access the Student Learning Assessment Application.</p> <p>Teacher or principal: Set up your extranet profile</p> | <p>Vous avez établi une connexion à votre compte d'Alberta Education avec l'adresse suivante : elainecarriere@yahoo.ca (Voir mon Compte d'utilisateur)</p> <p>Vous devez obtenir une autorisation pour avoir accès à l'application de l'Évaluation de l'apprentissage des élèves.</p> <p>Enseignant ou directeur : Configurer votre profil extranet</p> |

Creating an Alberta Education Account Profile

1. Indicate what type of organization you work for and click the “Next >” button. As a teacher, you would select the second option.



The screenshot shows the 'Alberta Education Account' creation interface. At the top, there's a navigation bar with 'Government of Alberta', 'Ministries', 'Services', and 'Contact Government'. Below this is a header with the 'Alberta' logo, 'Education Account', a 'Language' dropdown, a user icon, and a 'Sign Out' link. The main content area is titled '1. What type of organization do you work for?'. It includes a red warning: 'WARNING: Do not attempt to complete a request for someone else. Each person must sign in under their own email address and submit their own request.' There are four radio button options: 'I am the Principal of a K-12 school', 'I work for a K-12 school (e.g. Teacher, Vice-Principal, Guidance Counsellor, or other school staff)', 'I work for a K-12 school authority at the central office', and 'I work for a post-secondary, municipality, or other external organization'. The second option is selected. At the bottom left are 'Next >' and 'Cancel' buttons. On the right, a light blue box contains information about the Extranet's security and privacy, and contact details for the Client Services Help Desk.

Government of Alberta | Ministries | Services | Contact Government

Alberta Education Account Language Sign Out

1. What type of organization do you work for?

WARNING: Do not attempt to complete a request for someone else. Each person must sign in under their own email address and submit their own request.

☒ I am the Principal of a K-12 school

☒ I work for a K-12 school (e.g. Teacher, Vice-Principal, Guidance Counsellor, or other school staff)

☐ I work for a K-12 school authority at the central office

☐ I work for a post-secondary, municipality, or other external organization

Next > Cancel

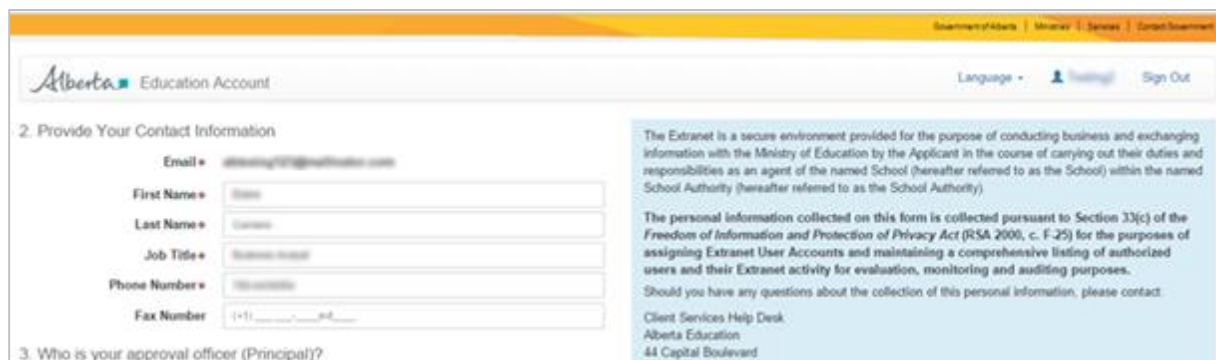
The Extranet is a secure environment provided for the purpose of conducting business and exchanging information with the Ministry of Education by the Applicant in the course of carrying out their duties and responsibilities as an agent of the named Organization.

The personal information collected on this form is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, c. F-25) for the purposes of assigning Extranet User Accounts and maintaining a comprehensive listing of authorized users and their Extranet activity for evaluation, monitoring and auditing purposes.

Should you have any questions about the collection of this personal information, please contact:

Client Services Help Desk
Alberta Education
44 Capital Boulevard
10044 - 108 Street NW
Edmonton, Alberta T5J 5E6
Tel: (780) 427-5318 (toll-free using 310-0000)
Fax: (780) 427-1179

2. Provide your contact information.



The screenshot shows the 'Alberta Education Account' creation interface, Step 2: Provide Your Contact Information. The navigation bar and header are the same as in Step 1. The main content area is titled '2. Provide Your Contact Information'. It includes a form with fields for 'Email' (pre-filled with 'dblewing123@ednet.ab.ca'), 'First Name' (pre-filled with 'Diane'), 'Last Name' (pre-filled with 'Carmichael'), 'Job Title' (pre-filled with 'Business Manager'), 'Phone Number' (pre-filled with '(780) 427-5318'), and 'Fax Number' (pre-filled with '(780) 427-1179'). Below the form is a section titled '3. Who is your approval officer (Principal)?'. On the right, a light blue box contains information about the Extranet's security and privacy, and contact details for the Client Services Help Desk.

Government of Alberta | Ministries | Services | Contact Government

Alberta Education Account Language Sign Out

2. Provide Your Contact Information

Email dblewing123@ednet.ab.ca

First Name Diane

Last Name Carmichael

Job Title Business Manager

Phone Number (780) 427-5318

Fax Number (780) 427-1179

3. Who is your approval officer (Principal)?

The Extranet is a secure environment provided for the purpose of conducting business and exchanging information with the Ministry of Education by the Applicant in the course of carrying out their duties and responsibilities as an agent of the named School (hereafter referred to as the School) within the named School Authority (hereafter referred to as the School Authority).

The personal information collected on this form is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, c. F-25) for the purposes of assigning Extranet User Accounts and maintaining a comprehensive listing of authorized users and their Extranet activity for evaluation, monitoring and auditing purposes.

Should you have any questions about the collection of this personal information, please contact:

Client Services Help Desk
Alberta Education
44 Capital Boulevard

3. Start typing the name of your school in the “School” field. Select your school when it is visible in the drop-down list. The remaining information for this step should be automatically provided based on the school selected.

Fax Number (x1) _____ x12 _____

3. Who is your approval officer (Principal)?

Authority Edmonton School District No. 7 [A 3020]

School * Ross Sheppard School [S 7053]

First Name * Ross

Last Name * Sheppard

Job Title * Principal

Phone Number * (530) 440-1111

Fax Number (530) 440-1111

Email * ross.sheppard@ed7.ca

4. Application Permissions

Note: It is important that you confirm that your principal's contact information is accurate, particularly their **"Email"** address is correct, as this determines who your form is sent to for approval.

If the information is not correct, please enter the correct information.

4. Select the checkbox for SLA Teacher Dashboard (1001) and then click "Next >" to continue.

Email * ross.sheppard@ed7.ca

4. Application Permissions

Some application permissions can be granted at time of Profile creation. Select from the following list to add these permissions to your new Profile.

☐ PASprep Production View Student Information (1029) ⓘ

☐ PASprep Production Manage Student & School Enrolments (1028) ⓘ

☐ PASprep Production View High School Courses & Marks (1030) ⓘ

☐ PASprep Production Manage High School Courses & Marks (1027) ⓘ

☐ PASprep Production Approve High School Courses & Marks (1026) ⓘ

☒ SLA Teacher Dashboard (1001) ⓘ

< Back Next > Cancel

5. Confirm the information you have provided.

Government of Alberta | MyAlberta | Services | Contact Government

Alberta Education Account Language - Testing2 Sign Out

Review Your Request

Applicant Information

| | | | |
|--------------|------------------|------------|----------|
| First Name | Edmonton | Last Name | Edmonton |
| Job Title | Business Teacher | | |
| Phone Number | 780-443-1010 | Fax Number | |

Principal Approval

| | | | |
|--------------|---|------------|--------------------------|
| Authority | Edmonton School District No. 7 [A 3020] | | |
| School | Ross Sheppard School [S 7053] | | |
| First Name | Mr. | Last Name | Principal |
| Job Title | Principal | Email | mr.principal@edmonton.ca |
| Phone Number | 780-443-1010 | Fax Number | 780-443-1010 |

Permission Requests

The following permissions will be requested:

- SLA Teacher Dashboard (1001)


Terms and Conditions


By clicking on [Submit Request] below, you as the Applicant agree to the following Terms and Conditions.

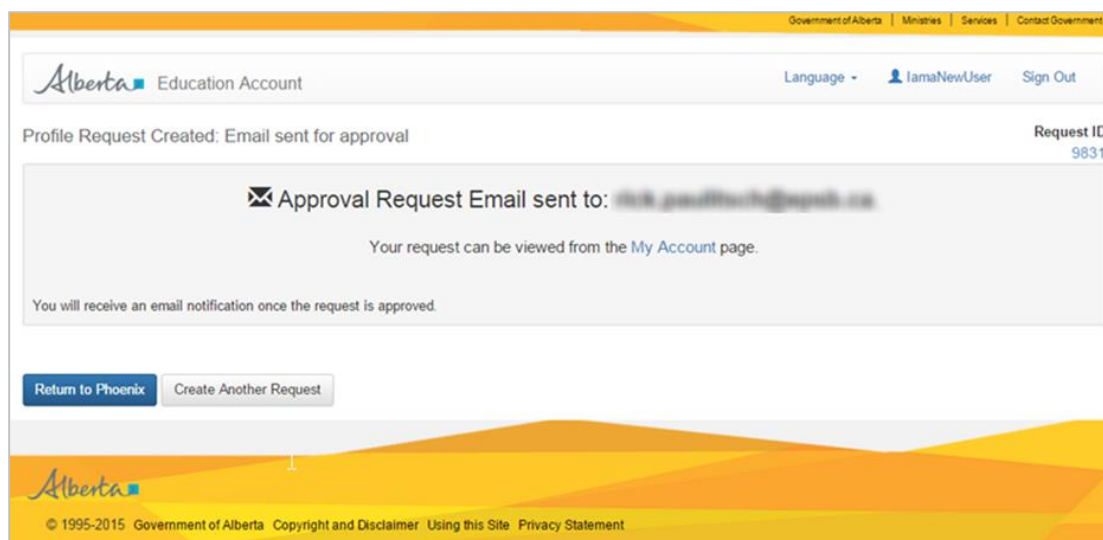
- The password for the Applicant's Extranet account (Account) must be kept confidential and never disclosed to any other party. We will never ask you for your password.
- The Account must only be used by the applicant and is not transferable; account sharing is prohibited.
- You agree to provide your legal name, job title within the School Authority, valid email address and telephone number. You agree to promptly inform the Client Services Help Desk of any changes to this information. This information will be used for the purpose of managing Extranet access and may be shared with other authorized Extranet users.
- The email address you provide to us must not be a shared email address and must be individually assigned to you and authorized by the School Authority for the purpose of communicating with you as an agent of the School Authority.
- The use of information obtained from the Extranet is subject to the Freedom of Information and Protection of Privacy Act.
- Information obtained from the Extranet must only be used by the Applicant in the performance of their duties and responsibilities within the School Authority.
- In the event that the Applicant leaves their position within the School or ceases to require access to the Extranet, the School agrees to immediately inform the Client Services Help Desk.

When you click [Submit Request], this request will be emailed to mr.principal@edmonton.ca for online approval.

< Back Submit This Request Cancel

Note: Ensure that “SLA Teacher Dashboard (1001)” is listed in the “**Permission Requests**” section. If not, click  to select this application permission.


- Read the “Terms and Conditions” section and click on  when you are ready.
- A message will display indicating that your request has been emailed to your principal.



Note: If your principal's email address does not match what is in Alberta Education's database or is left blank, your principal will not be sent an email and you will be prompted to complete the process via a paper request form.

8. When your principal approves your request, you will receive an email confirming your request has been approved. You are now ready to log in to the SLA Teacher Dashboard!

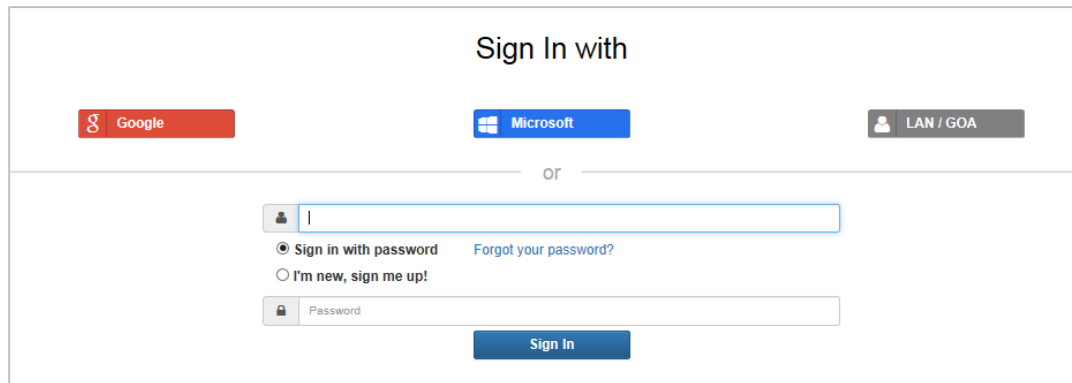
Logging into the SLA Teacher Dashboard

1. Go to the [SLA Homepage](https://public.education.alberta.ca/assessment) website (<https://public.education.alberta.ca/assessment>).
2. Click on the  button in the top right hand corner of the SLA Homepage.
3. Use your Alberta Education Account email and password to sign in.
4. For instructions on using the SLA Teacher Dashboard, refer to the **SLA 2015 User Guide**.

Principal Approval

Principals can access approval requests, by going to the website <https://account.education.alberta.ca/PAS.Account/>.

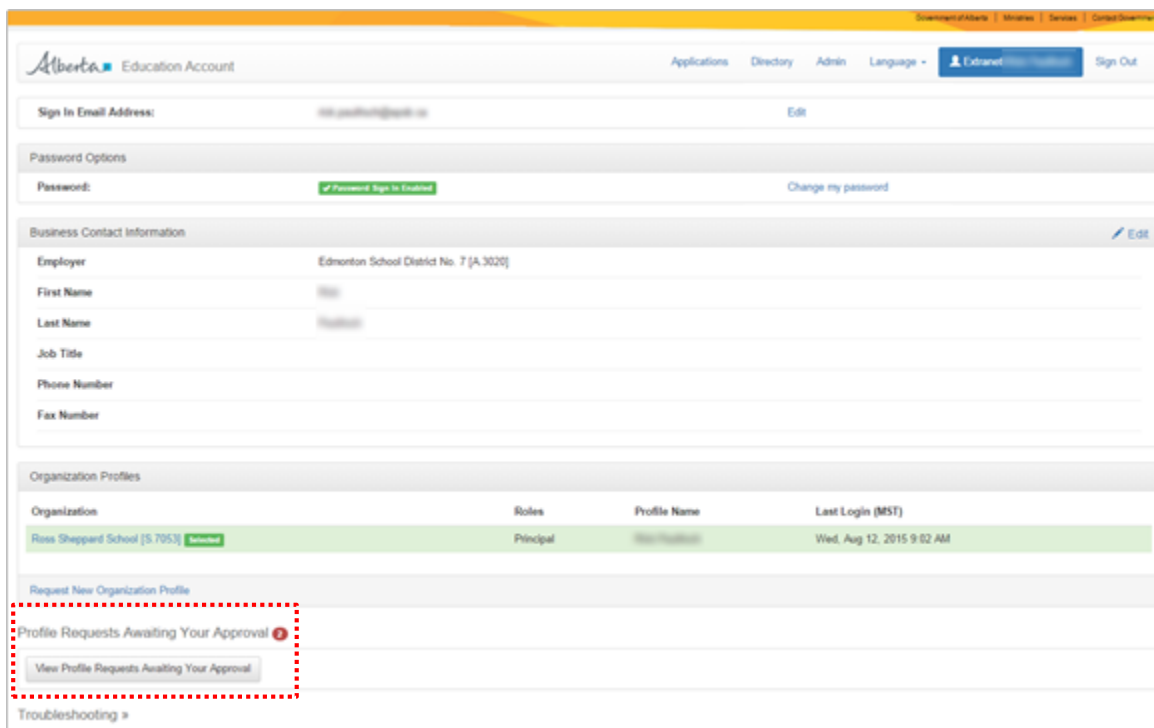
1. Sign in using your Alberta Education Account.



The image shows a 'Sign In with' form. At the top, there are three buttons: 'Google' (red), 'Microsoft' (blue), and 'LAN / GOA' (grey). Below these is a horizontal line with 'OR' in the center. Under the line, there is a text input field with a person icon on the left. Below the input field, there are two radio buttons: 'Sign in with password' (selected) and 'I'm new, sign me up!'. To the right of the first radio button is a link 'Forgot your password?'. Below the radio buttons is a password input field with a lock icon on the left. At the bottom is a blue 'Sign in' button.

Approving a Request for Access

1. If there are profile requests awaiting your approval, there will be an indicator (**2**) in the **“Profile Requests Awaiting Your Approval”** section. Click on [View Profile Requests Awaiting Your Approval](#).



The image shows the Alberta Education Account dashboard. At the top, there is a navigation bar with 'Applications', 'Directory', 'Admin', 'Language', and 'Sign Out'. Below the navigation bar, there is a 'Sign In Email Address' field with a value 'm.joshua@ednet.ca' and an 'Edit' link. Below that is a 'Password Options' section with a 'Password' field and a 'Change my password' link. Below that is a 'Business Contact Information' section with fields for 'Employer', 'First Name', 'Last Name', 'Job Title', 'Phone Number', and 'Fax Number'. Below that is an 'Organization Profiles' section with a table. The table has columns for 'Organization', 'Roles', 'Profile Name', and 'Last Login (MST)'. The first row shows 'Ross Sheppard School [5.7053]' with a green 'Approved' status, 'Principal' role, 'New Profile' name, and 'Wed, Aug 12, 2015 9:02 AM' last login. Below the table is a 'Request New Organization Profile' link. At the bottom, there is a 'Profile Requests Awaiting Your Approval' section with a red dashed border and a red circle with the number '2'. Below this section is a 'View Profile Requests Awaiting Your Approval' button. At the very bottom is a 'Troubleshooting' link.

| Organization | Roles | Profile Name | Last Login (MST) |
|---|-----------|--------------|---------------------------|
| Ross Sheppard School [5.7053] Approved | Principal | New Profile | Wed, Aug 12, 2015 9:02 AM |

2. Click on [View Request](#) to open each of the requests awaiting your approval.

| Account Email | Name | Organization | Roles Requested | Requested On | |
|----------------------------|----------------|-------------------------------|--|---------------------------|------------------------------|
| helen.sheppard@ednet.ab.ca | Helen Sheppard | Ross Sheppard School [S.7053] | PASprep Production View Student Information (1029) PASprep Production Manage Student & School Enrolments (1028) SLA Teacher Dashboard (1001) | Fri, Aug 7, 2015 5:51 PM | View Request |
| stacy.sheppard@ednet.ab.ca | Stacy Sheppard | Ross Sheppard School [S.7053] | SLA Teacher Dashboard (1001) | Mon, Aug 10, 2015 5:17 PM | View Request |

3. Click on the applicable button:



Helpful Tip: If “SLA Teacher Dashboard (1001)” is not checked off, and the requestor requires SLA Teacher Dashboard access, you can select this permission before approving the request.

Profile Request #9831
 Organization: Ross Sheppard School [S.7053]
 Applicant Account Information:
 Account Email: stacy.sheppard@ednet.ab.ca
 First Name: Stacy
 Last Name: Sheppard
 Job Title: Business Manager
 Phone: (403) 443-0000
 Fax: (403) 443-0000

Permissions to be granted

- ☒ PASprep Production View Student Information (1029) ⓘ
- ☒ PASprep Production Manage Student & School Enrolments (1028) ⓘ
- ☒ PASprep Production View High School Courses & Marks (1030) ⓘ
- ☒ PASprep Production Manage High School Courses & Marks (1027) ⓘ
- ☒ PASprep Production Approve High School Courses & Marks (1026) ⓘ
- ☒ SLA Teacher Dashboard (1001) ⓘ

By approving this profile request you agree to the [Extranet Terms and Conditions](#) and acknowledge:

- the Applicant is an employee of your organization (as defined in section 1(a) of the FOIP Act),
- the Applicant requires access to the Extranet to perform their duties as an employee of your organization,
- the Applicant's email address is individually assigned and approved by your organization, and
- you will immediately revoke the Applicant's access when the previous statements no longer apply.

4. Once you have approved the request, a message will display indicating an approval confirmation message has been emailed to the requestor.

Accessing Requests via Email

When a teacher submits an Alberta Education Profile request, an email is automatically sent out to you (their principal) requesting approval. A link is provided in the email to approve the teacher's request.

